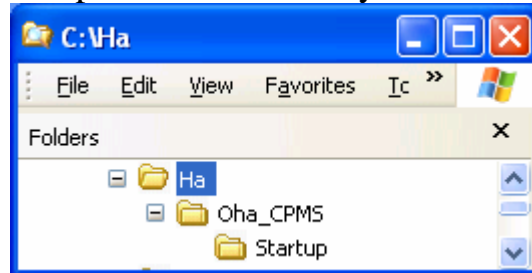


## Findings Integrated Templates Version 5.0

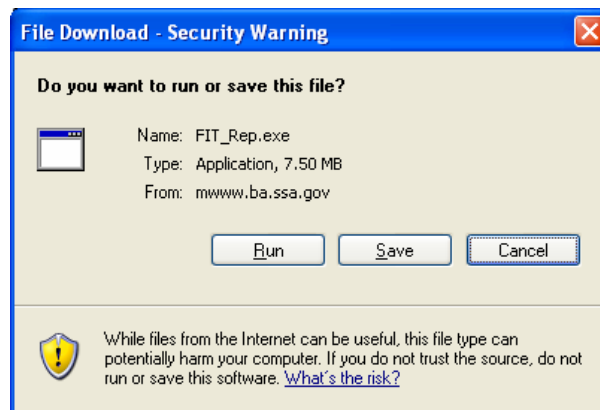
1. Open Explorer by double clicking on “My Computer” and navigate to the C:\ drive.
2. If you have previously installed FIT, you will begin by deleting the current HA directory. If not, proceed to Step 5.
3. Click on the HA directory and press the Delete key.



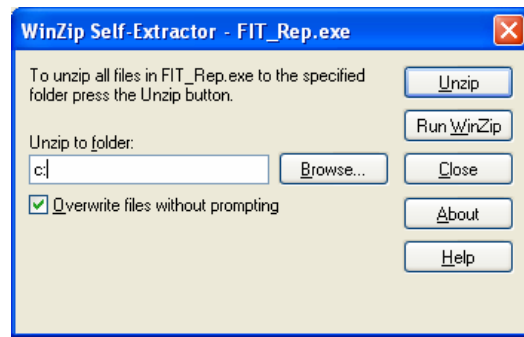
4. Click on Yes to delete the directory and all its contents.



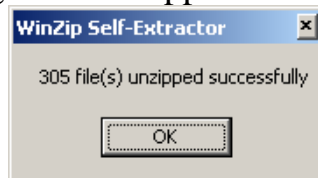
5. Double click on the FIT Download Release Version 5.0 (Executable File) and click **Run** button.



6. A **WinZip Self-Extractor – FIT\_Rep.exe** dialog box will appear. Leave the default set to C:\. Leave the check in the “Overwrite files without prompting” checkbox. Click on **Unzip**.



7. A **WinZip Self-Extractor** dialog box will appear. Click on **OK**.



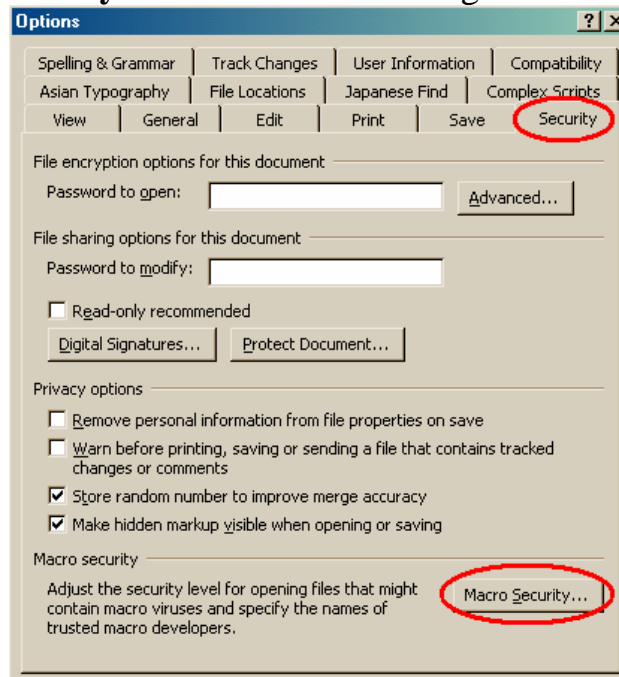
8. Click on **Close**.

9. Close any remaining dialog boxes that are currently opened.

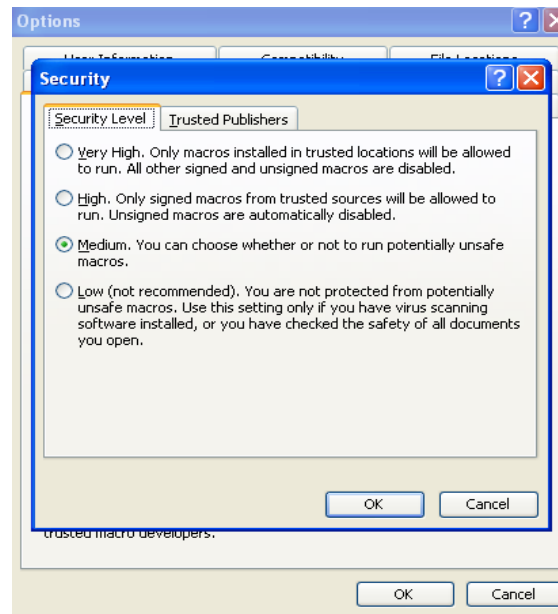
10. Close Explorer.

**NOTE:** Steps 11 – 17 only need to be performed the first time you open Word after installing the files. These steps update the Macro Security and modify your Word Startup path.

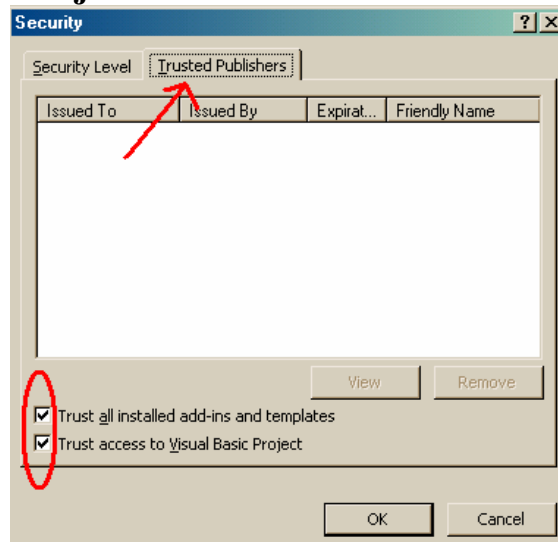
11. Open Word and choose **Tools**, then **Options** and click on the **Security Tab**. Then click on the “**Macro Security**” button in the lower right hand corner. (See below).



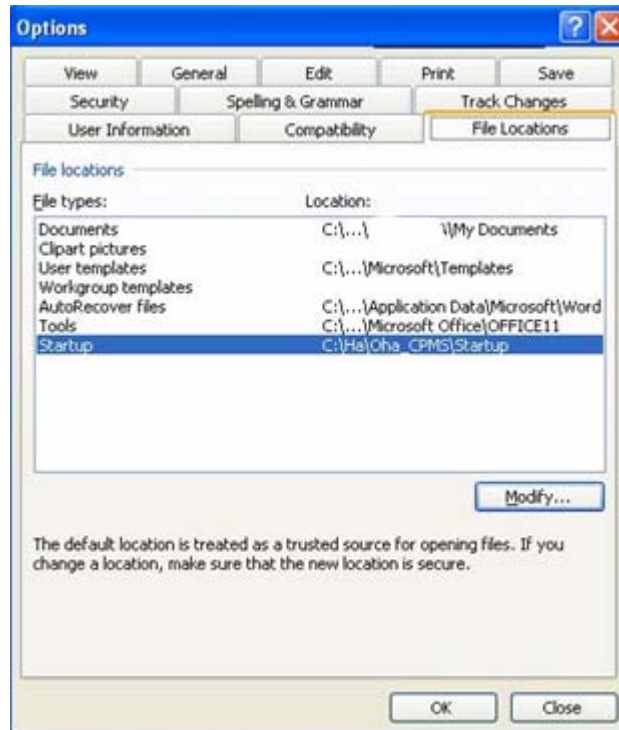
12. A Security screen will come up and you should click on the **Security Level** tab and click on **Medium**.



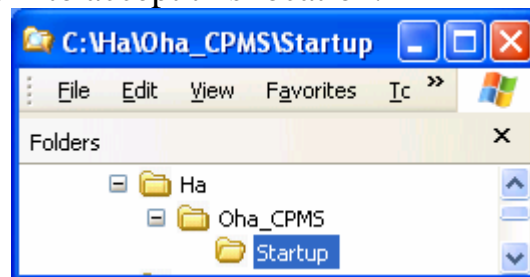
13. Then click on the **Trusted Sources** tab. (See below) If they are not already there, place a checkmark next to “**Trust all installed add-ins and templates**” and “**Trust access to Visual Basic Project**” at the bottom of the screen. Click on OK.



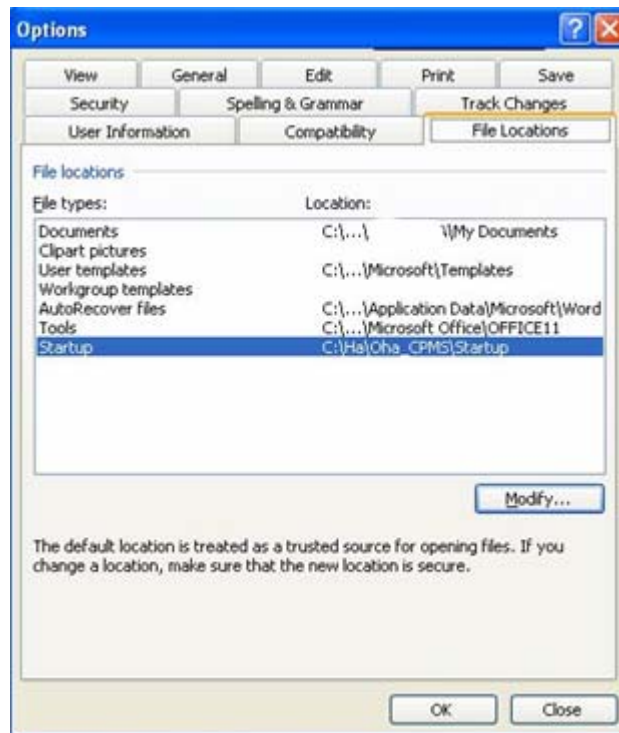
14. You then need to go to **File Locations Tab** and click on **Startup** in the list of locations (see below).



15. Click on the **Modify** button and change the location to **c:\Ha\Oha\_CPMS\Startup** directory. Then click OK to accept this location.

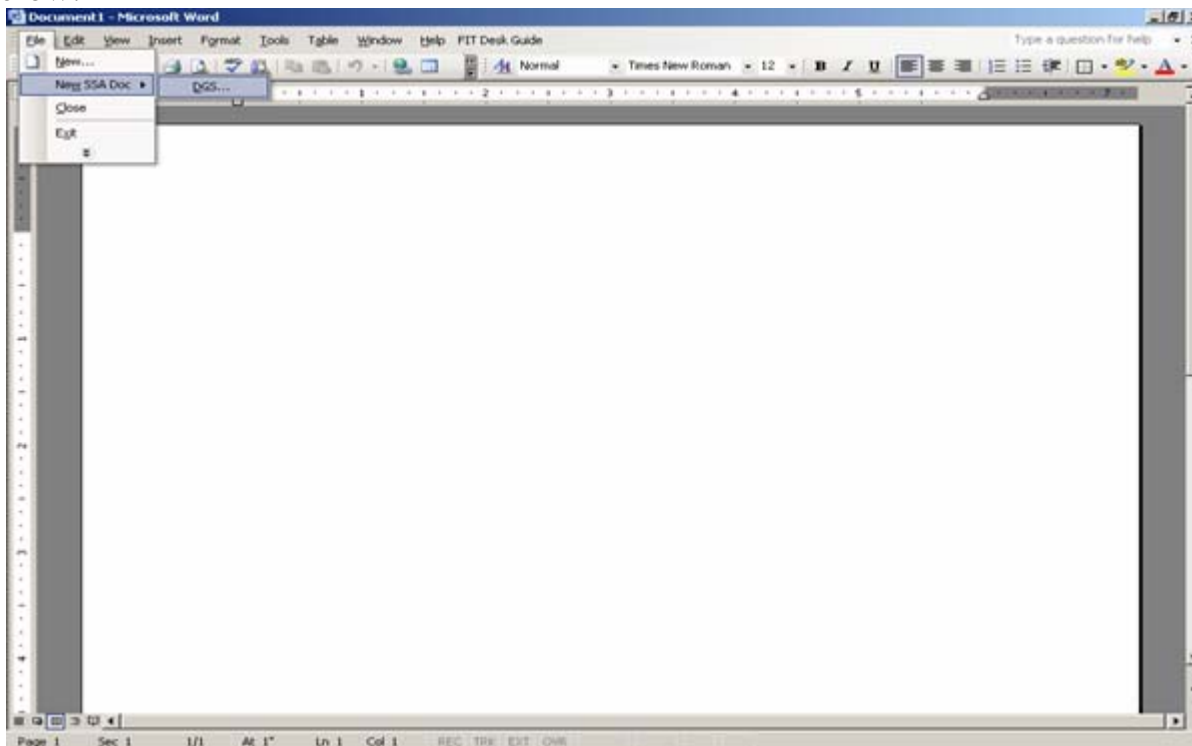


16. You will now see this as the location for your Startup option.



17. Click on “OK” and close Word to save the settings you just made.

18. To use the FIT templates--Reopen Word. Click on File, New SSA Doc, and DGS. See below:



19. You are now able to access the FIT Main menu:

